

**JOB ANNOUNCEMENT  
VACANCY #02-FI-DCPL-0010**

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Agency:	DC Public Library (DCPL)
Division/Unit:	Budget and Finance
Position:	Accounting Technician
Grade/Step:	DS-7/1 – 7/10
Salary Range:	\$26,044 – 33,485
Area of Consideration:	Unlimited
Opening Date:	9-25-02
Closing Date:	10-2-02
Number of Vacancies:	One

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**Position Description:**

The incumbent will examine vendor invoices submitted for payment against encumbrance documents and receipt documents; and enter payment data into the financial system (SOAR) in accordance with payment terms and due dates. Maintain complete, accurate and orderly accounts payable files for all vendors and service providers. Receive and record acquisition and receipt documentation; resolve discrepancies with vendors and/or ordering activities; reconcile vendor statements to outstanding encumbrances. Monitor aging of invoices and follow-up with ordering activities for validity of encumbrance. Monitor master vendor file and initiate action to request vendor numbers and address change. Count, record and deposit cash funds received; maintain complete, accurate and orderly files of all receipt documentation and perform other related duties as assigned.

**Submission Information:**

To: Office of Government Business and Human Capital  
Recruitment Division  
941 North Capitol St, NE – Suite 1200  
Washington, DC 20002  
Fax: (202) 442-6413  
Email: [HR-OTR@dc.gov](mailto:HR-OTR@dc.gov)

**Submission Materials:** DC2000 (employment application) or Resume and cover letter

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*Employment with the District of Columbia Office of the Chief Financial Officer (OCFO) is at the pleasure of the Chief Financial Officer. A background investigation is mandatory for all OCFO employees. The OCFO is an equal opportunity employer. I understand that a false statement on any part of my application may be grounds for not hiring me, or for firing me after I begin work (D.C. Code 1-617.1 (d)(1) et seq. (1991 Repl). I understand that the making of a false statement and/or submitting untrue materials are punishable by criminal penalties pursuant to D.C. Code 22-2405 et seq. (1991 Repl). I understand that any information I give may be investigated as allowed by law or Mayoral order. I consent to the release of information regarding my suitability for District of Columbia government employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel staffing specialists, and other authorized employees of the District of Columbia government. I certify that, to the best of my knowledge and belief, all of my statements are true, correct and complete.*